

RECREATION & WELLNESS DIRECTOR

Department: Athletics

Reports To: The Recreation and Wellness Director reports to the Facilities Director and the Director of Athletics.

Position Summary: Performs administrative and management duties needed to plan, organize and supervise the operational functions and programs of the NPU recreation center and intramural sports.

Essential Responsibilities:

1. Manage general day to day operations of Helwig Recreation Center.
2. Responsible for hiring, supervising and scheduling Fitness and Recreation intern.
3. Assist in the hiring, training, evaluation, and on-the-job training of desk attendants, floor staff, climbing wall attendants and intramural staff.
4. Develop, implement and manage effective wellness and recreation programs including but not limited to group fitness, equipment orientations, personal training, climbing wall, and intramural sports.
5. Assist with the development of annual budget proposals for NPU recreation center and programs. Ensure budgetary compliance through efficient financial management.
6. Oversee and ensure facility and equipment cleanliness, maintenance and repair.
7. Determine equipment needs and oversee equipment selection and installation.
8. Develop and update operating procedures, policies, and protocols for recreation programs and services.
9. Maintain accurate records of sales, memberships, program registration and facility documents for NPU recreation center.
10. Develop and maintain working relationships with local businesses and health care providers to enhance recreation and wellness programs.
11. Develop and update emergency action and risk management plans for NPU recreation center.
12. Collaborate with development office to develop and implement a comprehensive corporate sponsorship program for wellness and recreation programs.
13. Cooperate with the exercise science program to develop and implement personal training program.
14. Provide safe, fun and competitive environment for recreation participants that focus on total wellness, teamwork, sportsmanship, integrity and recreation.
15. Responsible for creating marketing materials, advertising programs and developing relationships with campus groups to effectively inform the campus community about programs and increase participation rates.

16. Regularly perform needs assessments and surveys of the campus community to determine what type of wellness programs are desired on campus.
17. Evaluate and reassess programs through surveys and feedback to continuously develop and make programs as effective as possible.
18. Coordinate special recreation and wellness events and activities with other campus groups (Human Resources, Exercise Science, etc.).
19. Participates in off-site training as needed for FA/CPR/AED certification

Essential Qualifications:

- Master's degree in Recreation, Health and Physical Education, Exercise Science, Athletic Training or related field required.
- 3 - 5 years professional working experience with programming wellness and recreation activities within a university from conception through implementation.
- Instructor certification to teach various classes (i.e. yoga, pilates, etc)
- Must possess a current professional certification from a nationally recognized organization in the health/fitness industry: National Strength and Conditioning Association (NSCA) or American College of Sports Medicine (ACSM).
- Must be Red Cross certified in First Aid, CPR, and Automatic Emergency Defibrillator (AED).
- Excellent interpersonal and oral skills.
- Able to work independently and in teams.
- Ability to handle details accurately.
- Ability to work some nontraditional hours.
- Strong organizational skills.
- Strong customer service orientation.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
- Personal commitment to North Park's mission of Christian higher education.

Effective Date: September 2009

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.